

**Resource Support  
Emergency Support Function #7  
State Emergency Operations Plan**

**LEAD AGENCY:** Department of Local Affairs

**SUPPORT AGENCIES:** Governor's Office; Lieutenant Governor's Office; Division of Emergency Management; Department of Agriculture; Department of Education; Department of Labor and Employment; Department of Military and Veteran Affairs; Department of Natural Resources; Department of Personnel and Administration; Department of Public Health and Environment; Department of Public Safety; Department of Transportation; Red Cross; Salvation Army; COVOAD; Private Sector; Professional Associations

**I. PURPOSE:**

The purpose of this Emergency Support Function is to support logistical and resource support to State and local entities involved in emergency response and recovery efforts for an emergency or disaster that impacts the State of Colorado.

**II SCOPE:**

ESF #7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase following a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, generators and transportation of such in coordination with the Colorado Division of Emergency Management (DEM) Logistics and Finance Section. It also provides for logistical support for requirements not specifically identified in the other emergency support functions and may be resources unique to the emergency itself.

Resource support also involves the effort and activity necessary to evaluate, locate, procure, and provide essential material resources throughout the event. Resource support activities must be ongoing and coordinated in both the State Emergency Operations Center (SEOC) and in field incident command posts.

**III SITUATION:**

During emergency and disaster conditions, communities and possibly entire counties have been isolated due to problems with the transportation and communications infrastructure. County Emergency Operation Centers are inundated with emergency telephone calls and resource capabilities are overwhelmed. State government has the capacity to meet foreseeable logistical requirements. However, there will be shortages of a wide variety of supplies,

personnel and resources to support local government and to provide basic human needs for emergency population survival.

#### **IV PLANNING ASSUMPTIONS:**

All ESF #7 support agencies will be notified and tasked to provide 24-hour representation as necessary. Successful sustained emergency and disaster operations are contingent upon an efficient and effective resource support function. Each support agency is responsible for ensuring sufficient program staff is available to report to and support the SEOC and to carry out the activities tasked to their organization on a continuous basis. Individuals representing agencies supporting the staffing of the ESF #7 will have extensive knowledge regarding resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation.

Transport of resources may require staging areas and support from ESF #1 (Transportation). Staging areas will be pre-determined to the degree possible. County, State and Federally agreed upon decisions should be made in the identification of location and legal arrangement for staging areas.

#### **V CONCEPT OF OPERATIONS:**

The Department of Local Affairs is responsible for planning, coordinating, and managing the resource support needed in ESF #7. Statewide capabilities and resources committed to ESF #7 will be allocated and coordinated by the Department of Local Affairs. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support which cannot be provided from these sources will be obtained through commercial sources. Resources outside disaster areas will be directed to fulfill unmet needs of State or local governments. Logistical support necessary to save lives will receive first priority. Massive acquisitions of resources will be accomplished in accordance with an Executive Order, which would exempt normal procedures for purchasing.

#### **VI ORGANIZATION AND RESPONSIBILITIES:**

During an emergency or disaster, the primary and support agencies of ESF #7 will assign personnel to the SEOC. In addition, ESF #7 will:

##### **A. ORGANIZATION**

1. Operate under the direction of the Department of Local Affairs Emergency Response Coordinator.

2. Operate during the emergency, either in the SEOC, or at a location designated by the Logistics Section in coordination with the Department of Local Affairs Emergency Response Coordinator.
3. Alert designated primary personnel of possible resource needs and to report to the SEOC.
4. Maintain liaison with other ESF and appropriate parties. This will be accomplished through the coordination of the SEOC Manager and Logistics Section.
5. The Logistics Section will accommodate at least two members of the Federal Advance Team (Federal ESF #7, General Services Administration procurement officials) at the SEOC until the Joint Field Office is established.
6. At the tasking of the Logistics Section, take action if another ESF requires assistance in obtaining needed items. ESF #7 finds a source for needed items and provides to the requesting emergency support function the name of the contact person, the price, and schedule for when the material can be made available at the established location.
7. The Department of Local Affairs Emergency Response Coordinator and purchasing professionals from the Division of Personnel and Administration are available to ESF #7 when the SEOC is activated. When needed, for example long activation periods or intense activation over a short time frame, purchasing professionals from other support agencies may be called in to the SEOC to participate in ESF #7. Support agency purchasing professionals may be asked to help locate sources of needed items while posted at their own agencies. If a Field State Emergency Response Team is established at the Incident Command Post, information about purchasing needs that cannot be handled from the field will be sent to the SEOC. Purchasing professionals from support agencies as well as from the Department of Local Affairs may staff Field State Emergency Response Teams as needed.
8. The Federal Emergency Management Agency (FEMA) at Region VIII or at the National Response Center will be the initial point of contact for Federal assistance.
9. The Federal Coordinating Officer (FCO) will be the single conduit for accessing Federal resources during disaster events until the Federal ESF #7 has been activated.

## **B. NOTIFICATION**

1. At the direction of the Logistics Section, the SEOC will notify the Department of Local Affairs Emergency Response Coordinator.
2. The Department of Local Government, Division of Local Government Field Staff will be notified by the Department of Local Affairs Emergency Response Coordinator.
3. The SEOC will implement the activation plan to notify appropriate Department of Local Affairs personnel and other support personnel. Personnel may either be placed on standby or deployed for immediate response. All support agency contact persons for ESF #7 will be instructed to alert their contacts throughout the State to ensure all available resources are on standby.
4. Response-specific inventories of resources, including but not limited to pre-arranged staging areas, government buildings, public facilities and agency contacts will be reviewed.

## **C. ACTIONS**

1. Preparedness
  - a. Place Department of Local Affairs personnel on standby or direct to staging areas with some facilities staffed for immediate response.
  - b. Stage resources near the expected impact/emergency areas when possible.
  - c. The available resources and facilities that are necessary to respond to an emergency will be identified and assessed for possible deployment.
2. Response
  - a. Some support agencies may be directed to deploy personnel and other resources.
  - b. Assess initial reports from impacted area to identify potential resource support needs.

- c. Establish a resource support tracking and accounting system.
- d. Buildings will be leased for staging area warehouses or to replace damaged or destroyed facilities.
- e. Make available technical advisors in the areas of procurement, storage, and transportation.
- f. Make the necessary arrangements for “rapid turn-around” for printing, photographic reproduction, layouts, blueprints, forms and formats, and other graphic needs as required.
- g. Communication resources will be provided in coordination with ESF #2.
- h. Transportation needs will be provided in coordination with ESF #1.
- i. The Department of Local Affairs, on behalf of the State Emergency Response Team, will assist, facilitate, and coordinate contractual services between the State and commercial sources.
- j. Coordinate with Corporate Emergency and Disaster Response Teams to avoid duplication of support.
- k. Office furniture, equipment, and supplies will be provided from existing State inventories or will be procured.
- l. Food and fuel will be provided with cooperation of ESFs #1, #11, and #12.
- m. Security for staging areas and facilities will be provided by ESF #13.
- n. The Logistics Section and ESF #7 will provide a report listing all generators and other supplies ordered and en-route to staging area personnel before they depart the SEOC for the staging area.
- o. The Department of Local Affairs will maintain records for all properties loaned to ESF #7 in support of the SEOC by the federal government.

3. Recovery

- a. ESF #7 will support DEM and Logistic Section with providing logistical support for staff movement.
- b. Procuring equipment after disaster events.
- c. Deploying staff in event a Field and/or Alternate SEOC is established.
- d. Providing logistical support to the disaster field offices.
- e. Supporting disaster field offices from the Department of Local Affairs purchasing office.

4. Mitigation

- a. Work with other State agencies local purchasing directors and other purchasing agents.
- b. Establish resource and vendor lists in advance and update as needed.
- c. Encourage cities and counties to work with County Emergency Managers and Operations Center personnel to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery operations.

**D. DIRECTION AND CONTROL**

- 1. The Department of Local Affairs is responsible to the Governor for the operations of the Department of Local Affairs during normal operations and emergencies. In times of emergency, when the SEOC is in operation, the Emergency Response Coordinator works directly with the senior State Official in the SEOC to meet the needs of this support function, statewide.
- 2. The Emergency Response Coordinator is authorized to make decisions and manage, control, and coordinate resources.

3. ESF #7 supports the Resource Management Branch of the Logistics Section.
4. ESF #7 responds from the SEOC and the Department of Local Affairs headquarters and Field Offices as determined by the Emergency Response Coordinator. It also participates in Rapid Impact Assessment Teams providing information regarding damage, and impact to Local Governance structures.
5. ESF #7 is part of the State Emergency Response Team. It forwards the ability of the State Emergency Response Team to respond in widespread emergencies by providing resource support training to purchasing personnel throughout the cities and counties of Colorado on an ongoing basis and resource support to all ESFs during emergencies.

#### E. RESPONSIBILITIES:

##### Department of Local Affairs

1. Responsible for allocating and coordinating resources and support activities through ESF #7. Designated support agencies will furnish resources as required.
2. Such support will be terminated at the earliest practical time.
3. Provide support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
4. Coordinate and allocate food, equipment, and supplies made available through the Federal Surplus Property Program. Supplies and equipment will be provided from current State stocks or, if necessary, from commercial sources.
5. Serve as the primary agency for ESF #7 and be present at the SEOC and/or on call at the Department of Local Affairs on a 24-hour basis.

#### VII **FINANCE MANAGEMENT:**

The Department of Local Affairs Emergency Response Coordinator and the DEM Finance Section Chief are notified when the SEOC is activated. Expenditures for cost tracking and recovery are documented during the incident and after the

incident period. The Emergency Response Coordinator and SEOC Manager work with ESF #7 personnel in notifying the Department of Local Affairs and Department of Personnel and Administration of expenditures based upon standard accounting procedures.

Each Support agency is responsible for tracking its own costs associated with ESF #7 operations using the standard procedures established by the support agency's standard accounting and tracking procedures. In concurrence with the SEOC, each support agency will file for reimbursement of costs it incurs through its own agency's accounting and reimbursement filing system. Each support agency is responsible for monitoring staff hours using its own tracking system and requesting financial reimbursement for staff hours incurred in association with ESF #7 operations. The SEOC will provide appropriate forms and provide guidance to complete forms for efficient tracking and reimbursement.

#### **VIII APPENDIXES, ATTACHMENTS, ENCLOSURES:**

References and Authorities: Procurement will be made in accordance with current State and Federal laws and regulations that include emergency procedures under Colorado Statutes.